

## Paying Agents Specific Instructions.

1. Purchasing Goods for \$2,500 or less: You are only authorized to make purchases approved by the FOO. A Paying Agent may make payments for more than one FOO at a time provided the orders and DD Form 577 for the additional FOO(S) is given to finance. If the FOO does not have competent orders or a DD Form 577 on file at the finance office, the purchase receipts will be rejected.

a. All purchases must be made on the SF 44 Purchase Order-Invoice-Voucher (see encl 6), which may be obtained from Contracting Command. General instructions for the use of the SF 44 Purchase Order-Invoice-Voucher are as follows:

1. The individual or cumulative amount on any single SF 44 Purchase-Order-Invoice-Voucher will not exceed \$2,500. Splitting a single purchase over two SF 44s is prohibited.
2. Goods or services must be immediately available and must be reflected on the SF 44.
3. Only one delivery and payment allowed per SF 44.
4. Sign the SF 44 as the purchasing agent in the block that specifies, "I certify that this account is correct and proper for payment in the amount of \_\_\_\_." Signature in this block documents only that the specified goods/services were received in exchange for the amount specified as paid on the SF 44 and does not require a Certifying Officer Order.
5. The SF 44 must be prepared by the FOO according to USAREUR Pamphlet 715-4, Instructions

b. Distribution of SF 44. The SF 44 is a 5 part carbon interleaved form and is distributed as follows:

1. The Paying Agent will keep the original copy to support his/her payment. The Paying Agent must make 4 additional copies of the original copy, which will be used to clear the Paying Agent's account at the finance office.
2. The vendor gets copy 2 at the time of the sale as a record of the purchase.
3. When supplies are received, complete the receiving report section of the SF 44 and provide copy 3 to the disbursing officer/Paying Agent. When the vendor will deliver supplies or services send copy 3 to the receiving activity. When delivery is made, the receiving activity will complete the receiving report section and forward copy 3 to the disbursing office/Paying Agent.
4. Copy 4 stays with FOO in the SF 44 book.

5. Copy 5 is submitted to the Resource Management Office (RMO) to ensure obligation of funds.
- c. Paying Agents are responsibility for:
1. Adhering to the general instructions of this policy.
  2. Ensuring the SF 44 is correct and proper for payment.
  3. Maintaining the cash register (see encl 7) which shows beginning balance of funds drawn from finance and each SF 44, by number.
  4. Ensuring that the SF 44s on hand and cash on hand add up to the amount of the original advance. ***Balance at a minimum of once a day.***
  5. Reporting any irregularities to the finance office immediately upon discovery.
- d. Authorized and Unauthorized Purchases During Contingency Operations, Humanitarian Assistance Operations, Peacekeeping Operations, and Exercises are covered in USAREUR 715-4, Appendix D. These restrictions are further covered in the FOO brief and are his or her responsibility.
- e. Purchases Exceeding \$2,500:
1. The FOO is not authorized to approve single purchases that exceed \$2,500.
  2. Contact United States Army Contracting Command Europe (USACCE) in order to receive specific instructions regarding single purchases that exceed \$2,500. The POC is USACCE Acquisitions Officer at DSN 336-2159. Southern European Task Force (SETAF) personnel should contact the SETAF Regional Contracting Office at DSN 634-8276.
- f. Invitational Travel Orders (ITO). You are authorized to draw travel advances and make purchases for individuals traveling on an ITO. You must adhere to the following guidelines:
1. In addition to the required items listed in paragraph 4c, the Paying Agent must provide one set of each ITO to the DDO/DA.
  2. Prior to making an appointment to draw funds, the Paying Agent must make an appointment with the Finance Office Travel Section (this must be completed through the DDO/DA who will advance the funds). The Travel Section will need a copy of each ITO to calculate the maximum amount of per diem for each dignitary. The invited dignitaries' maximum per diem amounts must be added together to determine the maximum amount of the advance.

3. The Paying Agent must coordinate with his/her RMO for specific guidance relating to purchases for invited dignitaries.
4. Ensure you receive a receipt for each payment; especially lodging and meals. In order to clear the finance office, the agent must provide the finance office with one signed DD Form 1352-2 for each dignitary.
5. The Paying Agent will maintain a cash register (see encl 7) showing the beginning balance drawn from finance and a deduction for each meals and incidental expenses (M&IE) payment and lodging payment. A separate cash register will be maintained for each type of currency used.

2. Additional Instructions.

1. Irregularities. When balancing daily, if you notice any overages or shortages, cease all paying activities and contact the DDO/DA from whom you were advanced funds. Specific guidance will be given at that time. In the event you cannot reach the DDO/DA, follow these guidelines:
2. Organize all receipts and check them off as you review your cash register.
3. Count your money several times to verify that the total of all receipts and monies equal the beginning balances. If not in balance, move to next step.
4. Prepare a memorandum for record, indicating the date and balance as of the last time you were in balance. In addition, list all purchases made after the last time you were in balance. If you suspect that anyone else may have had access to your funds, list the name, date and time of the possible access, and any circumstances surrounding possible unauthorized access.
5. Record an adjustment in your cash register to bring you back into balance (indicate amount of discrepancy on your cash register).
6. Do not under any circumstances try to make up for the difference out of your personal funds. The DO will make a determination as to whether or not you will be held liable based on the circumstances.